

Board Report was sent forward 6-11-70
to DDS with transmittal from [REDACTED]

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~~The~~ copy of the transmittal ^{now} was available
for our files.

[REDACTED]
Secy to Board
6-12-70

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Before the Board Report was sent to
Col White it was suggested that the Board
redraft and make it a 6 months report.
Henceforth, reporting will be on a semi-
annual basis.

See folder Report No8
Apr-Jun 1970
for final Jan-Jun 1970 report.

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Executive Registry

70-3877

21 JUL 1970 ^{PPB} 20-1558

MEMORANDUM FOR: Executive Director-Comptroller
THROUGH : Deputy Director for Support
SUBJECT : Records Management Board Report
January thru June 1970

1. This report is primarily for your information but does contain a recommendation for your approval in paragraph 9.

2. The period covered by this report is for six months rather than the usual quarterly reporting established two years ago. We have done this in order to include progress on major items pending at the time the quarter ended. Also this enables us to provide summary statistics on progress made during the two years of effort devoted to purging the Records Center holdings.

3. During this six-month reporting period Agency components disposed of 10,000 cubic feet of material from the Records Center and deposited 6,400 cubic feet. The effort to reduce the volume on hand resulted in a net reduction of 3,600 feet in the past six months. This latest rather significant reduction is primarily attributed to purging the DD/I Supplemental Distribution material.

4. Since the campaign to purge material from the Records Center began two years ago we have disposed of a total of 40,750 cubic feet. The space gain has been offset by new accessions of some 32,600 feet. The overall net gain was 8,150 cubic feet of freed storage space. This can accommodate about eight months of new accessions at the recent rate of records retirement. Although the component reviews will continue as a regular part of the Records Program, it appears that we have gained our maximum benefits from the Purge Campaign. The overall results of the purge confirm earlier estimates that in spite of concentrated efforts by all components to reduce their records retired to the Center the Agency requirement to augment its storage capacity will continue. The purge was successful to the extent that for the first time in the history of the Agency we were able to effect a significant net reduction in component records holdings at the Center over a two-year period. Our

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emphasis will now be focused on the improvement of records systems in the offices, careful screening of material scheduled for retirement, and miniaturization when it will serve a useful purpose in an information handling or records system.

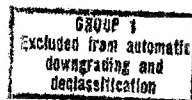
5. The Office of Logistics has primary action for the installation of motorized shelving on the second floor of the Records Center and for the conversion of the [REDACTED] to a temporary records storage facility. That office has contracted with the [REDACTED] to administer this project. When completed these actions will result in an additional 38,000 cubic feet of storage capacity. Target dates for completion are December 1970 for the [REDACTED] and September 1971 for the motorized shelving in the Records Center. The [REDACTED] are drafting detailed specifications for bidding purposes.

6. In January the Office of Logistics completed an inventory of Agency microform equipment and its use. This data has been reviewed by the Records Board and our initial conclusions are that there is valid justification for differences in the nine major microform systems identified in this survey. These include various reel films, minicard, three different aperture cards, two types of microfiche, [REDACTED], and Computer Output Microfilm (COM). Within these nine major microform systems there are approximately 55 microfilming applications in current use. There is adequate compatibility among the 55 applications within their respective microform systems.

7. In February we received a final draft of the National Archives and Records Services (NARS) regulation on Federal Microfilming Policies and Procedures. Federal policy emphasizes that the microfilming of material now in Records Centers to reduce storage space is prohibitively expensive and not generally recommended. The payoff from microforms is measured in a systems context after it has been established that a microform system is actually appropriate. Microforms are an appropriate tool if there are systems benefits to be derived by improved speed, efficiency and accuracy of information processing. Usually, space savings are subordinate to systems considerations. Standards in the NARS regulation permit the microfilming of permanent records and destruction of the converted hard copy. This opportunity may be utilized when the systems related to such records are developed.

8. The Board members feel that because of basic differences in the mission and functions of the various Directorates the developments of microform systems are best managed at the Directorate level in order to be responsive to specific needs. If the management of microform systems is to be handled on an Agency basis it will require a special-

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ized staff, competent in microforms and sensitive to Directorate needs with an expertise exceeding that in the Directorates. In the meantime the Board members exchange information of microform plans and developments in order to serve the best interests of Agency Management. Also, the members find that standardization can be a liability if imposed only to insure the uniformity of component microform applications, unless there are systems requirements for the component applications to communicate with each other and to exchange data or information. Finally, except for the objection of the DD/P representative, the Board members encourage the contracting of consultant services to study whether microforms would be useful in a context broader than the systems and applications identified by the individual Directorates. In the coming months the Board will continue to examine the problems of records miniaturization and compaction.

9. Since the major thrust of activity on the records purge has been completed, the Board would like to discontinue quarterly reporting. We recommend that the Records Management Board report to you on an annual basis in the future with supplementary reports as conditions may require.

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Chairman
Records Management Board

The recommendation in Paragraph 9 is approved: *except that I should like to have the report made semi-annually.*

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L. K. White
Executive Director-Comptroller

4 Aug 70
Date

DD/S Distribution:

- Orig - Adse (Pls return to C/RAB via C/SSS)
- 1 - ER
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I also assume that I will have the DD/S proposal mentioned in his next appended before the next report.

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| 2 | C/RAB/DDS | | |
| 3 | [REDACTED] | Aug 70 | ARW |
| 4 | [REDACTED] | | |
| 5 | | | |
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Remarks:

Noted Noon Meeting
6 Aug 70
This should not go to the
back of the store. There is
follow-up action. W

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DATE

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MEMORANDUM FOR: Colonel White

The report of the Records Management Board covering the period 1 January - 30 June 1970 is attached. I recommend you approve the Board's proposal that we discontinue regular reporting and report to you annually or when we have something which warrants your attention.

I am reviewing the value of the Records Management Board in terms of the increasingly apparent inter-relationship between records management and information processing and expect to have a proposal for your consideration in the near future.

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R. L. Bannerman

23 July 70
(DATE)